# MOBIUS Procedure on Annual Conference Planning Duties

**Created by:** MOBIUS Annual Conference Planning Advisory Committee and MOBIUS Consortium Office
**Approved:**
**Effective date:** Upon approval by Executive Committee
**Reviewed:**
**Revised:**
**Replaces:** Call for proposals subcommittee charge, Forums subcommittee charge, Presentations subcommittee charge, Publicity subcommittee charge, Room Hosts subcommittee charge

**Purpose of the procedure:** To establish which Annual Conference-related activities duties MACPAC will be responsible for and which duties MCO will be responsible for.

**Scope:** This procedure will govern all activities of the MOBIUS Annual Conference Planning Advisory Committee.

**Background:** In years past, MACPAC assumed some of the administrative duties of the conference and, in some cases, created more work for MCO. A detailed procedure became necessary in order to decide which party is responsible for the various aspects of conference planning.

**Responsible party:** MACPAC chair and MCO staff will review this breakdown of duties procedure as necessary.

**Content of the procedure**:

| | MACPAC | MCO | Notes |
|---|---|---|---|
| **Before the conference** | | | |
| Solicit Funding | | X | |
| Allocate dollar amts | | X | |
| Contract and Details with Site | | X | |
| Choose Location | | X | |
| Conference Schedule: days, length, etc. | | X | |
| Select new committee chair elect | X | | |
| Solicit members for MACPAC | | X | |
| Select Theme (optional) | X | | Approved by ED and EC |
| | | | |
| **Administrative Details** | | | |
| Conference Registration | | X | |
| Hotel Registration | | X | |

| | | | |
|---|---|---|---|
| Coordinate Receptions and Breaks | | X | |
| Determine Menus | | X | |
| Prepare Name Tags | | X | |
| Hotel Signage | | X | |
| Technology Needs | | X | |
| Assign Sessions to Rooms | | X | Based on room size and # of ppl signed up |
| Staff Registration Desk | | X | |
| | | | |
| **Keynote Speaker/Networking Reception** | | | |
| Recommend Speaker | X | | Approved by ED and EC |
| Contact and Contract with Speaker | | X | |
| Travel Arrangements | | X | |
| Solicit Program Info/ Greet at Conference/ etc | | X | |
| | | | |
| **Main Conference** | | | |
| Determine Conf Schedule | X | X | |
| Allot # of Slots for Presenters, Vendors, Forums, etc. | X | X | |
| Assign Concurrent Sessions to Time Slots | X | X | |
| Set Deadlines: proposals due, registration, etc. | | X | |
| Prepare Conference Handouts | | X | i.e. Welcome, flyer for next year, conf at a glance, etc. |
| Layout and Printing of Program | | X | |
| Solicit Proposals for Concurrent Sessions | X | | |
| Choose Proposals for Concurrent Sessions | X | | |
| Contact with Presenters/Forum | | X | i.e. acknowledgement of receipt of |

| | | | |
|---|---|---|---|
| Facilitators | | | proposals, acceptance/non-acceptance letters, tips, technology needs form, follow-up thank you, etc. |
| MKT/PR Announcements, Distribution | | X | |
| Exhibitors: recruiting/follow-up | | X | |
| Exhibitors: assign to concurrent sessions | | X | |
| Assign Room Hosts, Establish Room Host Guidelines, Distribute Guidelines, etc. | | X | Student Volunteers with MACPAC to fill in where necessary |
| Share Fair | X | | |
| Review Evaluation Forms | X | X | |
| Oversee Distribution/Printing of Evaluations | | X | |
| Collating Results of Evaluations | | X | |
| MACPAC Chair welcome at Opening Session | X | | |
| Door Prizes | X | | |
| Presenter Gifts | | X | |
| | | | |
| **Training Day** | | X | |
| **Council Meeting and EC Orientation** | | X | |
| | | | |
| **Miscellaneous** | | | |
| Website: content/design/updating | | X | |
| Thank you notes | | X | i.e. Keynote speaker, student volunteers, presenters, facilitators |